

# CLEANING AND PERSONAL HYGIENE CHECKLIST

START-UP CHECKLIST	YES	NO	N/A	CORRECTIVE ACTION/COMMENTS
<p><b>CLEANING-WHAT/HOW/WHEN/WHO</b></p> <p>Decide:</p> <ul style="list-style-type: none"> <li>What you are going to clean. <b>Extra attention to be given to shared equipment and hand contact surfaces</b> including work surfaces, tables, chairs, switches, door handles, push plates on doors, toilets, hand towel dispensers, taps etc.</li> <li>How you are going to clean, what chemicals and equipment are going to be used and specific instructions for equipment where this may not be obvious. Check that you are using sanitisers cleaners that comply with BS EN 1276 and that staff are adhering to the correct contact time and dilution rates.</li> <li>When you need to clean, the work area, equipment and vehicles and decide how frequently you clean them; for example cleaning at the end of each use if equipment is shared between people or between shift changeovers. <b>Frequent cleaning and disinfection is required for all of shared touch points including door handles, keyboards, hand held checkout devices, keypads at check out, fridge/freezer handles, escalator and staircase handrails, on site ATMs etc.</b></li> <li>Who will do the cleaning</li> </ul>	Y			<p>Consider Fogging whole lodge with manual wipe of high contact surfaces mentioned. Reduce clutter. Cleaning on handover of shared items. Own personal cleaning kit for staff</p> <p>Fogging by trained operative using Pre diluted Hydrogen peroxide &amp; silver nitrate dry fog.</p> <p>Canister hand held pre diluted spray for all staff with COSSH instruction.</p> <p>Lodges cleaned at each changeover</p> <p>Equipment at end of shift or transfer to another lodge or transfer to another staff member.</p> <p>Named and trained staff/sub contractors</p>
<p><b>CLEANING CHEMICALS</b></p> <p>Are sufficient stocks of cleaning materials/ PPE available for full premises deep clean <b>before</b> re-start of the business operations?</p> <p>Are sufficient stocks of cleaning chemicals available for the <b>immediate and ongoing</b> hygiene regimes of the business? *please consider increased quantity in use due to additional hygiene practices surrounding Covid-19 heightened controls.</p> <p>If applicable inform CONTRACT CLEANERS regarding pre operational start dates.</p>				<p>Audit and maintain stocks of: Cleaning materials &amp; PPE</p> <p>Chemicals</p> <p>Advise contract cleaners</p>

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<b>START-UP CHECKLIST</b>	YES	NO	N/A	CORRECTIVE ACTION/COMMENTS
<p><b>PERSONAL HYGIENE</b></p> <p>All staff to wash their hands regularly using soap and water for at least 20 seconds, particularly after blowing their nose, sneezing or coughing, before/after using shared equipment and prior to eating. Where facilities to wash hands are not available, hand sanitiser should be used (over 60% alcohol recommended). Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands. Anyone with a persistent cough should not be at work.</p>	Y			<p>Use designated sink/wc in lodges and clean after use and at end of shift.</p> <p>Personal hand sanitiser</p> <p>Health check before shifts and regular reminders of importance of identifying symptoms.</p>
<p><b>TRAINING</b></p> <p>Staff have been trained on new procedures for cleaning and personal hygiene.</p> <p>Communicate with staff on a regular basis to remind them to follow social distancing advice and wash their hands regularly.</p>	Y  Y			<p>Training before return to work.</p> <p>Toolbox talks followed up by email</p>

<b>Signature:</b>	CJ Heayns	<b>Date:</b>	8.6.20
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